



DELAWARE JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS

Non-Merit Position
(This position is exempt from the State of Delaware Merit Rules
and the Judicial Branch Personnel Rules)

Posting # AOC0403N16

MANAGEMENT ANALYST I (Casual/Seasonal)

Opening Date: 04/19/2016

Closing Date: 05/03/2016

A Vacancy Exists Court of Chancery
Recruiting For: Office of the Register in Chancery

Salary: \$16.15 -- \$20.15 per hour

Location: City of Wilmington (**Please check this city on your application**).
New Castle County Courthouse, 500 N. King Street, Wilmington, DE 19801

*Salary applicable for this position is based upon the qualifications of the individual applicant.

Summary Statement: This is a casual/seasonal analyst position not to exceed 29.5 hours per week. An incumbent in this class conducts analytical studies of statistics, operational programs, policies, and procedures under close supervision and direction of a technical superior and/or administrator.

Essential Functions: Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Interviews agency staff, observes work processes and gathers data relating to operational and managerial practices and procedures for use in evaluating services provided and/or determining compliance to goals and objectives.
- Reviews, performs statistical analysis and interpretation of collected data relating to policies, procedures, organization, managerial and operational practices; Defines and may make recommendations for correcting problems.
- Analyzes data gathered and develops solutions or alternative methods of proceeding. Analyzes and evaluates the effectiveness of operations in meeting established goals and objectives.
- Provides technical assistance in understanding and developing management objectives and controls for resolution of issues and concerns.

- Studies pertinent background material such as legislation, administrative orders and regulations.
- Makes recommendations for and assists in the implementation of new techniques or procedures to improve methods of operations, strengthen controls, and effectively utilize resources.
- Documents findings of studies and prepares recommendations for implementation of new systems, procedures, or organizational changes.

Job Requirements: Applicants must have education, training and/or experience demonstrating competence in each of the following areas.

Possession of a Bachelor's Degree which includes coursework in conducting studies, descriptive statistics, and inferential statistics; OR

1. Experience in conducting studies to evaluate operations, programs, services, policies, and procedures.
2. Experience in descriptive statistics.
3. Experience in narrative report writing.
4. Ability to communicate effectively.
5. Experience using standard computer software programs for word processing, spreadsheets or databases.
6. Advanced experience with Microsoft Excel is preferred.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

Submitting Your Application: Visit the website at <http://courts.delaware.gov/career/> and click on “apply” next to the job posting. Then print, or complete and print, the Judicial Branch Non-Merit Employment Application in either Microsoft© Word or PDF format. Applications should be submitted by any one of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: apps.aoc@state.de.us (preferred method)
2. Fax your application to: (302) 255-2482, Attention: Human Resources
3. Mail your application to:
 Administrative Office of the Courts
 The Renaissance Centre
 405 N. King Street, Suite 507
 Wilmington, DE 19801

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.

- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

The Delaware Judiciary
An Equal Opportunity and Affirmative Action Employer